

SERIAL 05147 RFP FATHERING GROUP THERAPY SERVICES – MCSO

DATE OF LAST REVISION: January 03, 2006 CONTRACT END DATE: January 31, 2009

CONTRACT PERIOD THROUGH JANUARY 31, 2009

TO: All Departments

FROM: Department of Materials Management

SUBJECT: Contract for **FATHERING GROUP THERAPY SERVICES – MCSO (NIGP 94886)**

Attached to this letter is published an effective purchasing contract for products and/or services to be supplied to Maricopa County activities as awarded by Maricopa County on **January 12, 2006**.

All purchases of products and/or services listed on the attached pages of this letter are to be obtained from the vendor holding the contract. Individuals are responsible to the vendor for purchases made outside of contracts. The contract period is indicated above.

Wes Baysinger, Director
Materials Management

SF/ks
Attach

Copy to: Clerk of the Board
Amie Bristol, MCSO Procurement
Kathy Sicard, Materials Management

(Please remove Serial 00155-RFP from your contract notebooks)



CONTRACT PURSUANT TO RFP

SERIAL 05147 - RFP

This Contract is entered into this 5th day of January, 2006 by and between Maricopa County ("County"), a political subdivision of the State of Arizona, and Child Crisis Center – East Valley, Inc., an Arizona corporation ("Contractor") for the purchase of fathering group therapy services.

1.0 TERM

- 1.1 This Contract is for a term of three (3) years, beginning on the 5th day of January, 2006 and ending the 31st day of January, 2009.
- 1.2 The County may, at its option and with the agreement of the Contractor, extend the period of this Contract for additional one (1) year terms up to a maximum of three (3) additional terms. The County shall notify the Contractor in writing of its intent to extend the Contract period at least thirty (30) calendar days prior to the expiration of the original contract period, or any additional term thereafter.

2.0 PAYMENT

- 2.1 As consideration for performance of the duties described herein, County shall pay Contractor the sum stated in Final Pricing, attached hereto and incorporated herein as Exhibit "A." Payment shall be made as set forth in the RFP and or the Best and Final Offer.
- 2.2 Payment under this Contract shall be made in the manner provided by law. Invoices shall be prepared and submitted in accordance with the instructions provided on the purchase order. Invoices shall contain the following information: purchase order number, item numbers, description of supplies and/or services, sizes quantities, unit prices, and extended totals and applicable sales/use tax. The County is not subject to excise tax.

3.0 DUTIES

- 3.1 The Contractor shall perform all duties stated in the Agreed Scope of Work, attached hereto and incorporated herein as Exhibit "B."
- 3.2 Contractor shall perform services at the location(s) and time(s) stated in Exhibit "B," or in the purchase order requesting such services.
- 3.3 During the Contract term, County shall provide Contractor's personnel with adequate workspace for consultants and such other related facilities as may be required by Contractor to carry out its contractual obligations.

4.0 TERMS & CONDITIONS

4.1 INDEMNIFICATION AND INSURANCE:

4.1.1 Indemnification.

To the fullest extent permitted by law, Contractor shall defend, indemnify, and hold harmless the County, its agents, representatives, officers, directors, officials, and employees from and against all claims, damages, losses and expenses, including but not limited to attorney fees and costs, relating to this Contract.

The amount and type of insurance coverage requirements set forth herein will in no way be construed as limiting the scope of the indemnity in this paragraph.

4.1.2 Abrogation of Arizona Revised Statutes Section 34-226:

In the event that A.R.S. § 34-226 shall be repealed or held unconstitutional or otherwise invalid by a court of competent jurisdiction, then to the fullest extent permitted by law, **CONTRACTOR** shall defend, indemnify and hold harmless **COUNTY**, its agents, representatives, officers, directors, officials and employees from and against all claims, damages, losses and expenses (including but not limited to attorney fees, court costs, and the cost of appellate proceedings), relating to, arising out of, or resulting from **CONTRACTOR'S** work or services. **CONTRACTOR'S** duty to defend, indemnify and hold harmless, **COUNTY**, its agents, representatives, officers, directors, officials and employees shall arise in connection with any claim, damage, loss or expense that is attributable to bodily injury, sickness, disease, death, injury to, impairment or destruction of property including loss of use resulting therefrom, caused in whole or in part by any act or omission of **CONTRACTOR**, anyone **CONTRACTOR** directly or indirectly employs or anyone for whose acts **CONTRACTOR** may be liable, regardless of whether it is caused in part by a party indemnified hereunder, including **COUNTY**.

The scope of this indemnification does not extend to the sole negligence of **COUNTY**.

4.1.3 Insurance Requirements.

CONTRACTOR, at **CONTRACTOR'S** own expense, shall purchase and maintain the herein stipulated minimum insurance from a company or companies duly licensed by the State of Arizona and possessing a current A.M. Best, Inc. rating of B++6. In lieu of State of Arizona licensing, the stipulated insurance may be purchased from a company or companies which are authorized to do business in the State of Arizona, provided that said insurance companies meet the approval of **COUNTY**. The form of any insurance policies and forms must be acceptable to **COUNTY**.

All insurance required herein shall be maintained in full force and effect until all work or service required to be performed under the terms of the Contract is satisfactorily completed and formally accepted. Failure to do so may, at the sole discretion of **COUNTY**, constitute a material breach of this Contract.

CONTRACTOR'S insurance shall be primary insurance as respects **COUNTY**, and any insurance or self-insurance maintained by **COUNTY** shall not contribute to it.

Any failure to comply with the claim reporting provisions of the insurance policies or any breach of an insurance policy warranty shall not affect coverage afforded under the insurance policies to protect **COUNTY**.

The insurance policies may provide coverage, which contains deductibles or self-insured retentions. Such deductible and/or self-insured retentions shall not be applicable with respect to the coverage provided to **COUNTY** under such policies. **CONTRACTOR** shall be solely responsible for the deductible and/or self-insured retention and **COUNTY**, at its option, may require **CONTRACTOR** to secure payment of such deductibles or self-insured retentions by a surety bond or an irrevocable and unconditional letter of credit.

COUNTY reserves the right to request and to receive, within 10 working days, certified copies of any or all of the herein required insurance policies and/or endorsements. **COUNTY** shall not be obligated, however, to review such policies and/or endorsements or to advise **CONTRACTOR** of any deficiencies in such policies and endorsements, and such receipt shall not relieve **CONTRACTOR** from, or be deemed a waiver of **COUNTY'S** right to insist on strict fulfillment of **CONTRACTOR'S** obligations under this Contract.

The insurance policies required by this Contract, except Workers' Compensation, shall name **COUNTY**, its agents, representatives, officers, directors, officials and employees as Additional Insureds.

The policies required hereunder, except Workers' Compensation, shall contain a waiver of transfer of rights of recovery (subrogation) against **COUNTY**, its agents, representatives, officers, directors, officials and employees for any claims arising out of **CONTRACTOR'S** work or service.

4.1.3.1 Commercial General Liability. **CONTRACTOR** shall maintain Commercial General Liability Insurance (CGL) and, if necessary, Commercial Umbrella Insurance with a limit of not less than \$1,000,000 for each occurrence with a \$2,000,000 Products/Completed Operations Aggregate and a \$2,000,000 General Aggregate Limit. The policy shall include coverage for bodily injury, broad form property damage, personal injury, products and completed operations and blanket contractual coverage including, but not limited to, the liability assumed under the indemnification provisions of this Contract which coverage will be at least as broad as Insurance Service Office, Inc. Policy Form CG 00 01 10 93 or any replacements thereof. There shall be no endorsement or modification of the CGL limiting the scope of coverage for liability arising from explosion, collapse, or underground property damage.

The policy shall contain a severability of interest provision, and shall not contain a sunset provision or commutation clause, or any provision which would serve to limit third party action over claims.

The CGL and the commercial umbrella coverage, if any, additional insured endorsement shall be at least as broad as the Insurance Service Office, Inc.'s Additional Insured, Form CG 20 10 10 01, and shall include coverage for **CONTRACTOR'S** operations and products.

4.1.3.2 Automobile Liability. **CONTRACTOR** shall maintain Automobile Liability Insurance and, if necessary, Commercial Umbrella Insurance with a combined single limit for bodily injury and property damage of no less than \$1,000,000, each occurrence, with respect to **CONTRACTOR'S** vehicles (including owned, hired, non-owned), assigned to or used in the performance of this Contract. If hazardous substances, materials, or wastes are to be transported, MCS 90 endorsement shall be included and \$5,000,000 per accident limits for bodily injury and property damage shall apply.

- 4.1.3.3 Workers' Compensation. **CONTRACTOR** shall carry Workers' Compensation insurance to cover obligations imposed by federal and state statutes having jurisdiction of **CONTRACTOR'S** employees engaged in the performance of the work or services, as well as Employer's Liability insurance of not less than \$100,000 for each accident, \$100,000 disease for each employee, and \$500,000 disease policy limit.

CONTRACTOR waives all rights against **COUNTY** and its agents, officers, directors and employees for recovery of damages to the extent these damages are covered by the Workers' Compensation and Employer's Liability or commercial umbrella liability insurance obtained by **CONTRACTOR** pursuant to this agreement.

In case any work is subcontracted, **CONTRACTOR** will require the Subcontractor to provide Workers' Compensation and Employer's Liability insurance to at least the same extent as required of **CONTRACTOR**.

4.1.4 Certificates of Insurance.

- 4.1.4.1 Prior to commencing work or services under this Contract, Contractor shall furnish the County with certificates of insurance, or formal endorsements as required by the Contract in the form provided by the County, issued by Contractor's insurer(s), as evidence that policies providing the required coverage, conditions and limits required by this Contract are in full force and effect. Such certificates shall identify this contract number and title.

In the event any insurance policy(ies) required by this contract is(are) written on a "claims made" basis, coverage shall extend for two years past completion and acceptance of **CONTRACTOR'S** work or services and as evidenced by annual Certificates of Insurance.

If a policy does expire during the life of the Contract, a renewal certificate must be sent to **COUNTY** fifteen (15) days prior to the expiration date.

4.1.4.2 Cancellation and Expiration Notice.

Insurance required herein shall not be permitted to expire, be canceled, or materially changed without thirty (30) days prior written notice to the County.

4.2 PROCUREMENT CARD ORDERING CAPABILITY:

It is the intent of Maricopa County to utilize the Bank of America MasterCard Procurement Card, or other procurement card that may be used by the County from time to time, to place and make payment for orders under the Contract.

4.3 NOTICES:

All notices given pursuant to the terms of this Contract shall be addressed to:

For County:

Maricopa County
Department of Materials Management
Attn: Director of Purchasing
320 West Lincoln Street
Phoenix, Arizona

For Contractor:

Child Crisis Center – East Valley, Inc.
Carol Lopinski, Family Support Director
P.O. Box 4114
Mesa, Arizona 85211

4.4 REQUIREMENTS CONTRACT:

Contractor signifies its understanding and agreement by signing this document, that this Contract is a requirements contract. This Contract does not guarantee any purchases will be made. Orders will only be placed when County identifies a need and issues a purchase order.

Contractor shall take no action under this Contract unless specifically requested by County, which shall submit a written purchase order to Contractor requesting that work be performed or product be delivered.

County reserves the right to cancel purchase orders within a reasonable period of time after issuance. Should a purchase order be canceled, the County agrees to reimburse the Contractor for actual and documented costs incurred by the Contractor pursuant to the purchase order. The County will not reimburse the Contractor for any costs incurred after receipt of cancellation, or for lost profits, or shipment of product or performance of services prior to issuance of a purchase order.

Contractor agrees to accept verbal cancellation of purchase orders.

4.5 ESCALATION:

Any requests for reasonable price adjustments must be submitted thirty (30) days prior to the Contract expiration date. Requests for adjustment in cost of labor and/or materials must be supported by appropriate documentation. If County agrees to the adjusted price terms, County shall issue written approval of the change. The reasonableness of the request will be determined by comparing the request with the Producer Price Index or by performing a market survey.

4.6 TERMINATION:

County may unconditionally terminate this Contract for convenience by providing thirty (30) calendar days advance notice to the Contractor.

County may terminate this Contract if Contractor fails to pay any charge when due or fails to perform or observe any other material term or condition of the Contract, and such failure continues for more than ten (10) days after receipt of written notice of such failure from County, or if Contractor becomes insolvent or generally fails to pay its debts as they mature.

4.7 STATUTORY RIGHT OF CANCELLATION FOR CONFLICT OF INTEREST:

Notice is given that pursuant to A.R.S. § 38-511 the County may cancel this Contract without penalty or further obligation within three years after execution of the contract, if any person significantly involved in initiating, negotiating, securing, drafting or creating the contract on behalf of the County is at any time while the Contract or any extension of the Contract is in effect, an employee or agent of any other party to the Contract in any capacity or consultant to any other party of the Contract with respect to the subject matter of the Contract. Additionally, pursuant to A.R.S § 38-511 the County may recoup any fee or commission paid or due to any person significantly involved in initiating, negotiating, securing, drafting or creating the contract on behalf of the County from any other party to the contract arising as the result of the Contract.

4.8 OFFSET FOR DAMAGES;

In addition to all other remedies at law or equity, the County may offset from any money due to the Contractor any amounts Contractor owes to the County for damages resulting from breach or deficiencies in performance under this contract.

4.9 ADDITIONS/DELETIONS OF SERVICE:

The County reserves the right to add and/or delete products and/or services provided under this Contract. If a requirement is deleted, payment to the Contractor will be reduced proportionately to the amount of service reduced in accordance with the proposal price. If additional services and/or products are required from this Contract, prices for such additions will be negotiated between the Contractor and the County.

4.10 SUBCONTRACTING:

The Contractor may not assign this Contract or subcontract to another party for performance of the terms and conditions hereof without the written consent of the County, which shall not be unreasonably withheld. All correspondence authorizing subcontracting must reference the Proposal Serial Number and identify the job project.

4.11 AMENDMENTS:

All amendments to this Contract must be in writing and signed by both parties.

4.12 RETENTION OF RECORDS:

The Contractor agrees to retain all financial books, records, and other documents relevant to this Contract for five (5) years after final payment or until after the resolution of any audit questions which could be more than five (5) years, whichever is longer. The County, Federal or State auditors and any other persons duly authorized by the Department shall have full access to, and the right to examine, copy and make use of, any and all said materials.

If the Contractor's books, records and other documents relevant to this Contract are not sufficient to support and document that requested services were provided, the Contractor shall reimburse Maricopa County for the services not so adequately supported and documented.

4.13 AUDIT DISALLOWANCES:

If at any time County determines that a cost for which payment has been made is a disallowed cost, such as overpayment, County shall notify the Contractor in writing of the disallowance. County shall also state the means of correction, which may be but shall not be limited to adjustment of any future claim submitted by the Contractor by the amount of the disallowance, or to require repayment of the disallowed amount by the Contractor.

4.14 VALIDITY:

The invalidity, in whole or in part, of any provision of the Contract shall not void or affect the validity of any other provision of this Contract.

4.15 RIGHTS IN DATA:

The County shall have the use of data and reports resulting from this Contract without additional cost or other restriction except as provided by law. Each party shall supply to the other party, upon request, any available information that is relevant to this Contract and to the performance hereunder.

4.16 INTEGRATION

This Contract represents the entire and integrated agreement between the parties and supersedes all prior negotiations, proposals, communications, understandings, representations, or agreements, whether oral or written, express or implied.

IN WITNESS WHEREOF, this Contract is executed on the date set forth above.

CONTRACTOR

AUTHORIZED SIGNATURE

PRINTED NAME AND TITLE

ADDRESS

DATE

MARICOPA COUNTY

BY: _____
DIRECTOR, MATERIALS MANAGEMENT

DATE

BY: _____
CHAIRMAN, BOARD OF SUPERVISORS

DATE

ATTESTED:

CLERK OF THE BOARD

DATE

APPROVED AS TO FORM:

DEPUTY MARICOPA COUNTY ATTORNEY

DATE

EXHIBIT A

PRICING

SERIAL 05147 - RFP

PRICING SHEET S083204/B0604649 (NIGP 94886)

BIDDER NAME: Child Crisis Center – East Valley, Inc.
F.I.D./VENDOR #: W000003258
BIDDER ADDRESS: 604 W. 9th St., Mesa, AZ 85201
P.O. ADDRESS: P. O. Box 4114, Mesa, AZ 85211
BIDDER PHONE #: 480-969-2308
BIDDER FAX #: 480-969-9277
COMPANY WEB SITE: www.childcrisis.org
COMPANY CONTACT (REP): Carol Lopinski, Family Support Director
E-MAIL ADDRESS (REP): clopinsk@childcrisis.org

WILLING TO ACCEPT FUTURE SOLICITATIONS VIA EMAIL: ☒ YES ☐ NO

ACCEPT PROCUREMENT CARD: ☐ YES ☒ NO

REBATE (CASH OR CREDIT) FOR UTILIZING PROCUREMENT CARD: ☐ YES ☒ NO

(Payment shall be made within 48 hrs utilizing the Purchasing Card)

INTERNET ORDERING CAPABILITY: ☐ YES ☒ NO ☐ % DISCOUNT OTHER GOV'T.

AGENCIES MAY USE THIS CONTRACT: ☐ YES ☒ NO

PAYMENT TERMS: BIDDER IS REQUIRED TO SELECT ONE OF THE FOLLOWING. TERMS WILL BE CONSIDERED IN DETERMINING LOW BID. FAILURE TO CHOOSE A TERM WILL RESULT IN A DEFAULT TO NET 30. BIDDER MUST INITIAL THE SELECTION BELOW.

NET 10

NET 15

NET 20

NET 30

XXX

NET 45

NET 60

NET 90

2% 10 DAYS NET30

1% 10 DAYS NET30

2% 30 DAYS NET31

1% 30 DAYS NET31

5% 30 DAYS NET31

INDICATE PERCENTAGE OF M/WBE PARTICIPATION IF ANY HERE: 0 %

EXHIBIT A
PRICING

1.0 PRICING:

ITEM DESCRIPTION	FEE/COMPENSATION
1.2 FATHERING GROUP THERAPY SERVICES IN ACCORDANCE WITH VENDOR'S PROPOSAL/STATEMENT OF WORK PER EACH TWO (2) HOUR SESSION	<u>\$ 200.00 /EACH</u>

EXHIBIT B

SCOPE OF WORK

2.0 SCOPE OF WORK:

2.1 MINIMUM QUALIFICATIONS:

- 2.1.1 Facilitator(s) providing direct services (client contact) shall possess a Masters Degree in the field of Human Services (e.g. Counseling, Psychology, Social Work, or related field). The counselor(s) providing direct services shall be state certified Counselors or eligible for certification.

Each Dad time (**Dads Are Devoted To Increasing Male Effectiveness**) class will be facilitated by an instructor with a Master's Degree in Social Work or related field as required. Our long time "Fathering" instructor, Gus Diamond, has been facilitating the County program since 2000 and is responsible for the development and current curriculum for the DAD TIME program which is the original basis for this RFP. Should we receive this contract, we will be adding an additional facilitator, Daric Ronngren, who will be trained in the curriculum. Both facilitators will be supervised by the Family Support Director, Carol Lopinski, who has 20 years experience developing, implementing and supervising parenting skills training programs targeted to prevent child abuse and increase parenting capacity. All of the above individuals are licensed through the State of Arizona Board of Behavioral Health Examiners.

- 2.1.2 Facilitators shall possess professional certificates in counseling to be eligible for certification. Criteria for eligibility for certification may be obtained from Board of Behavioral Health Examiners, phone 602-542-1882.

All of the above individuals are licensed through the State of Arizona Board of Behavioral Health Examiners. Copies of the individual licenses are attached.

- 2.1.3 In addition, facilitator(s) shall have a minimum of two years experience or at least 2,000 hours in education or counseling, related to the services required to provide this service. The facilitator shall be experienced in developing, coordinating and facilitating a gender specific male fathering program in a jail setting for incarcerated fathers. **MCSO will allow flexibility, if the counselors/facilitators (contractor) are trained or supervised by an agency (contractor) counselor/facilitator with jail counseling experience. The proposer shall fully and clearly state their best efforts/method to fulfill this requirement.** Additionally, experience in delivering anger management, stress management and impulse control therapy would be helpful. This experience shall include the facilitation of educational/didactic groups for criminal offenders in a secure care facility.

Child Crisis Center – East Valley, Inc. has been providing the Dad Time program to Durango jail inmates since 2000. This was the first gender specific program addressing the needs of incarcerated fathers in the State of Arizona. This program was piloted in Durango jail for a one year period with anonymous surveys being filled out at the end of each two hour weekly class. This information was the basis for evaluating and developing the current curriculum to best meet the needs of incarcerated male fathers. Gus Diamond has been facilitating the group since its inception in 2000. Carol Lopinski developed, implemented and facilitated the predecessor of the fathers' group while working with Sandra Indes, Inmate Services Coordinator. This group was a parenting program for incarcerated mothers and was implemented at the Durango Jail at the Child Crisis Center's expense from 1987 through 1990. Carol Lopinski has been the Family Support Director at Child Crisis Center for 20 years and has been developing, implementing and supervising parenting skills training programs targeted to prevent child abuse and increase parenting capacity.

EXHIBIT B

SCOPE OF WORK

- 2.1.4 The agency and counselor(s) shall have a minimum of six (6) months experience providing fathering group therapy to adult male jail inmates. **MCSO will allow flexibility, for providers, and for growth in providing services. At the option of the County, the requirement for six (6) months experience and the requirement for providing fathering groups therapy to adult male jail inmates, may be waived. The proposer shall be provided the option of either a counselor/facilitator with jail experience supervising the new counselors/facilitators providing the services, or an experienced agency (contractor) counselor/facilitator to train new counselors/facilitators to provide the service. The proposer shall fully and clearly state their best efforts/method to fulfill this requirement.**

Child Crisis Center – East Valley, Inc. has been providing the Dad Time program to Durango jail inmates since 2000. This was the first gender specific program addressing the needs of incarcerated fathers in the State of Arizona. This program was piloted in Durango jail for a one year period with anonymous surveys being filled out at the end of each two hour weekly class. This information was the basis for evaluating and developing the current curriculum to best meet the needs of incarcerated male fathers. Gus Diamond has been facilitating the group since its inception in 2000. In addition the facilitator has been providing individual, family, and group parenting classes since 1994. Carol Lopinski developed, implemented and facilitated the predecessor of the fathers' group while working with Sandra Indes, Inmate Services Coordinator. This group was a parenting program for incarcerated mothers and was implemented at the Durango Jail at the Child Crisis Center's expense from 1987 through 1990. Carol Lopinski has been the Family Support Director at Child Crisis Center for 20 years and has been developing, implementing and supervising parenting skills training programs targeted to prevent child abuse and increase parenting capacity.

- 2.1.5 *Selected proposer is expected to be properly licensed. If the proposer isn't properly licensed, the proposer will state that they are currently unlicensed, and state their intent to fully comply with the required licensing, within thirty (30) days of proposal closing date. It shall be the proposers responsibility to advise the cognizant procurement officer, in writing, if they are unable to meet this requirement. No award recommendation(s) will be made to a proposer failing to meet this requirement.*

All of the above individuals are licensed through the State of Arizona Board of Behavioral Health Examiners. Copies of the individual licenses are attached.

- 2.1.6 The Provider will obtain a signed background check release form from employees who have contact with inmates and/or records under the supervision or jurisdiction of MCSO pursuant to this contract. The Provider shall provide the signed background check release form to MCSO immediately upon employment so that a background check can be completed by MCSO. Typically, two to three weeks will be needed by MCSO to complete each background check, although MCSO cannot guarantee a specific time frame. Persons who are employed by the Provider pursuant to this contract shall not have contact with inmates or records as stated above until MCSO has completed the background investigation and has cleared the person for such contact.

Staff will comply with security clearances and background checks and training as required.

- 2.1.7 The decision of the MCSO as to the eligibility of the employee for contact with inmates or records as stated above is final and is not appealable. Pursuant to state law, the information derived from the background check cannot be divulged to the Provider, the employee, or any other unauthorized party.

Staff will comply with security clearances and background checks as required.
Any new guidelines or conditions by the MSCO will be followed with full compliance.

EXHIBIT B

SCOPE OF WORK

- 2.1.8 Contractors are required to notify MCSO of any and all material changes to personnel and program content related to the service contract. Notification for content changes must be made in advance of implementation and receive approval by identified MCSO personnel and Materials Management prior to implementation. If the program content changes are approved, the changes are not effective until the contract has been amended. Notification of staff changes shall be made within 48 hours of predicted or actualized change(s).

Child Crisis Center will comply as required.

Any changes to personnel and/or program content will be provided to MCSO for review in advance as required. Changes to approved program content will not be effective until the contract has been amended.

2.2 PARAMETERS:

- 2.2.1 Clients shall be referred by the MCSO Inmate Programs **Custody Support** Division Adult Programs staff.

Child Crisis Center is aware and is in accordance with clients being referred by the MCSO Inmate Programs Division Adult Programs staff.

- 2.2.2 Adult male inmates that are incarcerated fathers are eligible to volunteer to participate in the Fathering Program.

Child Crisis Center understands that incarcerated fathers are eligible to volunteer to participate in the Fathering Program.

- 2.3.3 The curriculum shall be developed as a two (2) hour per week, 6 week, open entry/open exit group. There will be a series of seven (7), six (6) week programs. The program curriculum may be developed in an experiential format.

This program was designed to meet the flexible demands of inmate scheduling. Class series will be six (6) weeks long with there being seven (7) series occurring through the year.

The Dad Time program consists of two hours per week of classroom instruction and participation. The curriculum has been designed to allow for open entry of any inmate during the six week program without having to have knowledge or attendance of the previous class(s).

- 2.2.4 Required curriculum subject matter should include, but is not be limited to, the following: Manhood, Corporal Punishment Alternatives, Childhood Development Stages, Relationship Boundaries, Communication, etc.

Dad Time Outline:

Week 1: Manhood vs. Fatherhood - What happens to children when their father's aren't present?

Week 2: Communication – What is good communication and how to you do it?

Week 3: Corporal Punishment – What are the side effects of spanking?

Week 4: Behavior Management – What is this and how do we do this with our children?

Week 5: Child Development – How does the age and the stage of our child effect their ability to communicate and behave?

Week 6: Early Brain Development – How can we support our child to their fullest potential early in life?

EXHIBIT B

SCOPE OF WORK

- 2.2.5 Student pre-test and post-test evaluations are a required part of the curriculum. Additional evaluations may require students to complete an evaluation at the end of each class during the development period.

Each weekly class has a pre/post test which will be completed by each participating inmate. The feedback from these evaluations will be used to adjust the program to better meet the needs of the participating inmates. Pre/Posts tests for each class are attached.

2.3 **SERVICES:**

Each applicant/respondent shall provide a proposal for Parenting Group Therapy services that includes methods to:

- 2.3.1 Provide pre and post measures of fathering education and skills; Provide insight to current and generational fathering practices; Present anger manager and stress management strategies to challenge current thinking and behaviors; Assist in developing the inmate's ambivalence and discrepancies regarding change factors and; Teach skills to enhance self-efficacy necessary to make initial commitments to change and control behaviors within complex family relationships.

The current Dad Time program has used pre/post measures of fathering education and skills since 2000. This program has been in constant development since its inception to adapt and meet the many complex individual and family needs of incarcerated fathers. Feedback from these anonymous surveys and pre/post tests has been overwhelmingly positive and has been shared with MCSO Program Coordinators on a regular basis.

- 2.3.2 Report objective evaluation summations to the assigned Adult Programs Program Coordinator order to improve the curriculum and program delivery methodology to better meet the needs of incarcerated fathers.

Evaluation summations have been and will be provided to the assigned Adult Programs Coordinator to improve curriculum and program methodology. In addition, the Adult Program Coordinators have sat in on individual Dad Time classes to further evaluate the program.

- 2.3.3 Aid male inmates in being good fathers and reducing recidivism and generational incarceration, by teaching inmates how accept the responsibility of fathering, how to set appropriate boundaries and discipline, how to control anger and stress, how to build positive family relationships in complex situations, how to discontinue anti-social behaviors including domestic violence, and how to make positive, responsible choices.

The program was designed to help fathers help their children reach their full potential through the development of positive parenting and relational skills. The curriculum focuses on the improvement of communication skills with their children and significant others as a way to improving their relationships. Dad Time reviews the negative effects of corporal punishment and effective positive parenting methods to provide discipline. Dad Time covers child development and the effects that incarceration can have on their children's emotional development.

- 2.3.4 Make recommendations for program content modification based on final evaluations to the MCSO Program Coordinator supervising the project.

Child Crisis Center will actively participate in making recommendations and program modifications based on on-going evaluation and feedback by inmates and MCSO staff. Continued evaluation and feedback will allow for programming to further meet the needs of incarcerated fathers and their families.

EXHIBIT B

SCOPE OF WORK

- 2.3.5 Teach participants to accept responsibility for changing his/her behavior by learning how to identify and change attitudinal, physical, psychological, and intellectual factors that contribute to resistance and barriers to change.

The Dad Time curriculum is designed to help inmates identify and change destructive patterns that they have learned. It covers barriers and resistance to change and ways to overcome these challenges.

- 2.3.6 The above may include curriculum-based homework requirements, which the facilitator will use in determining the defendant's progress. MCSO and pre-sentence assessment will determine clients referred for programs.

The Dad Time curriculum provides reading materials and/or experiential in-class learning for each of the six (6) classes. Materials are given as handouts which the Inmate can take with them and refer to over and over again.

2.4 ADMINISTRATIVE SERVICES:

- 2.4.1 The provider will maintain accurate attendance and notification records, regarding absences or refusal of services that will be provided to the MCSO on the next working day after a missed session.

Attendance of each class is taken and given to the MCSO immediately following each class.

- 2.4.2 Daily written progress reports shall be submitted to designated MCSO staff, documenting attendance, homework completion, attitude, progress in treatment, future treatment recommendations and program modifications. These written reports are due to the designated MCSO staff within five (5) working days after the completion of the agreed upon reporting period.

Attendance, pre/post class data, homework completion, attitude, and treatment recommendations shall be provided to MCSO staff as required.

- 2.4.3 Statistical reports shall be completed and submitted to MCSO personnel as indicated. Progress evaluation methods and measurements are some dynamics, which shall be measured, throughout the treatment and contract duration. The provider may meet regularly with MCSO staff for collaboration of the inmate's treatment, services and progress.

Child Crisis Center will comply with required reports as indicated and staff will meet with the MCSO staff after each class (as allowed) and/or provide written progress regarding individual inmate treatment, progress, and collaboration, as requested.

- 2.4.4 If it is determined that an offender may be recommended for dismissal or discharged from group or discharged by the provider, the provider will notify designated MCSO Programs personnel. Such notification shall occur prior to termination unless infraction violates the safety and well being of the offender or others. If terminated from group, a written report shall be submitted to the designated MCSO staff within 24 hours of dismissal.

The instructor will notify the MCSO Programs personnel of any offender that is identified for dismissal or discharge from group within 24 hours of the dismissal.

EXHIBIT B

SCOPE OF WORK

2.5 ADMINISTRATIVE INFORMATION:

- 2.5.1 Providers may facilitate groups in the following listed five (5) jail facilities, but may also be required to facilitate groups in the new jail facilities as they are built:

Durango Jail (Adults)	4 th Ave Jail
3225 W. Gibson Lane	201 S. 4 th Ave
Phoenix, AZ 85009	Phoenix, AZ 85003

Towers Jail (includes Pup Tents) Estrella Jail (Adults) 3127 W. Durango
2939 W. Durango Phoenix, AZ 85009 Phoenix, AZ 85009

Lower Buckeye Jail
3250 W. Lower Buckeye Rd.
Phoenix, AZ 85009

Child Crisis Center will provide staff for the Durango Jail, 4th Ave. Jail and Lower Buckeye Jail as negotiated.

- 2.5.2 Proposers/respondents shall bid for services on a cost per group basis. Proposals offering services, in which the fees/compensation offered exceed \$200.00 per group session will not be considered. Applicants are encouraged to submit competitive bids when submitting responses. Preparation, supplementary individual counseling, and documentation time are considered integral, or part of the rate.

Child Crisis Center will comply with the above costs.

- 2.5.3 Providers shall prepare, update, and report outcomes relating to individualized treatment plans for each inmate served.

Child Crisis Center will provide the above treatment plans as requested.

2.6 USAGE REPORT:

The Contractor shall furnish the County a quarterly usage report delineating the acquisition activity governed by the Contract. The format of the report shall be approved by the County and shall disclose the quantity and dollar value of each contract item by individual unit.

Child Crisis Center will provide quarterly usage reports as required.

2.7 FACILITIES:

During the course of this Agreement, the County shall provide the Contractor's personnel with adequate workspace for consultants and such other related facilities as may be required by Contractor to carry out its obligation enumerated herein.

2.8 TAX:

No tax shall be levied against labor. It is the responsibility of the Contractor to determine any and all taxes and include the same in proposal price.

EXHIBIT B

SCOPE OF WORK

2.9 DELIVERY:

It shall be the Contractor's responsibility to meet the proposed service delivery requirements. Maricopa County reserves the right to obtain services on the open market in the event the Contractor fails to make delivery and any price differential will be charged against the Contractor.

CHILD CRISIS CENTER – EAST VALLEY, INC., 604 W 9TH STREET, MESA, AZ 85201

PRICING SHEET S083204/B0604649/NIGP 94886

WILLING TO ACCEPT FUTURE SOLICITATIONS VIA EMAIL: ☒ YES ☐ NO

WILL YOUR FIRM ACCEPT A PROCUREMENT CARD FOR INVOICE PAYMENT? ☐ YES ☒ NO

IF YES, MAY THE COUNTY TAKE ADVANTAGE OF DISCOUNTS OFFERED BY YOUR FIRM IN THIS BID/RFP WHEN PAYING WITH A PROCUREMENT CARD? ☐ YES ☒ NO

INTERNET ORDERING CAPABILITY: ☐ YES ☒ NO ☐ % DISCOUNT

OTHER GOV'T. AGENCIES MAY USE THIS CONTRACT: ☐ YES ☒ NO

Terms: Net 30

Vendor Number: W000003258 X

Telephone Number: 480-969-2308

Fax Number: 480-969-9277

Contact Person: Carol Lopinski

E-mail Address: clopinsk@chidcrisis.org

Company Web Site: www.childcrisis.org

Contract Period: To cover the period ending **January 31, 2009.**